

Financial Process # 1

Process Name: Budget Preparation

Process Overview: This is the preparation of the budget for the July 1st – June 30th fiscal year.

Process Detailed Description: The Office Manager/Bookkeeper provides data to the School Director. The School Director creates a budget for the Woodland Charter Council review and adoption.

Process Frequency:	Twice a year. Preliminary budget by March 1. Final budget by July 15 th .
Responsible by:	School Director, Woodland Charter Council
Oversight by:	Woodland Charter Council
Prerequisite Process:	Gather data by Office Mgr/ Bookkeeper & School Director with input from CPA.
Subsequent Process:	The Budget is officially approved by the Woodland Charter Council.
Input Data:	Peachtree data, new tax rates
Output Data:	Finished adopted Budget, email copy to CPA, TRSD Controller, Auditor and Charter Council.

Process Flow:

